

This is the third in a series of weekly emails you will receive through the end of March to help you administer the Spring 2009 Michigan Merit Examination (MME) in manageable “bite-size chunks.” If you focus on these points this week, we think your MME experience will go much smoother.

- **March 9**

- ✓ Ensure that all students who are scheduled to test this week have completed the pregrid session of each answer document (Day 1, Day 2, and Day 3) before test day. Students who have not completed the pregrid session prior to test day may not test and will need to be scheduled for makeup testing.
- ✓ Make sure barcode labels are placed correctly on answer documents for all three days of testing.
- ✓ Remind students of the MME testing schedule and location for each test day; and to bring appropriate identification, pencils, and permitted calculators for each test day.
- ✓ Test materials may not be transferred or shared between schools without written permission from ACT for off-site testing.

- **March 10 – MME Day 1: ACT Plus Writing**

- ✓ Conduct a staff briefing and distribute MME Day 1 test materials to Room Supervisors.
- ✓ Testing must be the first activity of the morning for ALL students, with Verbal Instructions starting no later than 9:00 a.m. in all rooms. No lunch break allowed.
- ✓ Complete the School Use Only sections using the green 4-page MME Day 1 Answer Document supplement.
- ✓ Pack Day 1 materials for return shipment to ACT using the Return Shipment instructions included with your Day 1 materials.
- ✓ Order Day 1 Makeup materials on the OEAA secure site for students absent from testing today. If no Makeup materials are needed for Day 1, please log on and submit a quantity of 0 (zero) to confirm that no makeup materials are needed.
- ✓ Call ACT with questions at 1-800-553-6244, ext. 2800

- **March 11 – MME Day 2: WorkKeys**

- ✓ Conduct a staff briefing and distribute MME Day 2 test materials to Room Supervisors.
- ✓ Testing must be the first activity of the morning for ALL students, with Verbal Instructions starting no later than 9:00 a.m. in all rooms. No lunch break allowed.
- ✓ Complete the School Use Only sections using the blue 4-page MME Day 2 Answer Document supplement.
- ✓ Pack Day 2 materials for return shipment to ACT using the Return Shipment instructions included with your Day 2 materials.
- ✓ Order Day 2 Makeup materials on the OEAA secure site for students absent from testing today. If no Makeup materials are needed for Day 2, please log on and submit a quantity of 0 (zero) to confirm that no Day 2 Makeup materials are needed.
- ✓ Today is the deadline to order Makeup materials for Day 1 on the OEAA secure site if you did not complete this step yesterday.
- ✓ Make sure your Day 1 and Day 2 return shipments are ready for the pre-scheduled FedEx pickup tomorrow.
- ✓ Call ACT with questions at 1-800-553-6244, ext. 2800.

- **March 12 – MME Day 3: Michigan Mathematics, Science, and Social Studies**

- ✓ Pre-scheduled FedEx pickup between 8:00 am and 5:00 p.m. of your Day 1 and Day 2 materials for return to ACT.
- ✓ Conduct a staff briefing and distribute MME Day 3 test materials to Room Supervisors. Disregard the sequence numbers in Section A of the MME Day 3 Test Booklet Count Form. Use your Day 3 Security List included with your Day 3 secure shipment to document the chain of custody.
 - Remind staff to read directions verbatim. This includes distribution of test booklets and answer documents, and student gridding of the test form number on their answer document. Without the form number, the answer document cannot be scored.
 - Remind staff that students are to use the 10 digit hyphenated number above the bar code when gridding the test booklet number on the answer document.

- ✓ Testing must be the first activity of the morning for ALL students, with Verbal Instructions starting no later than 9:00 a.m. in all rooms. No lunch break allowed.
- ✓ Room Supervisors and Test Supervisors complete the After Testing instructions on pages 60-64 in the MME Administration manual.
- ✓ Test Accommodations Coordinators use the directions in Appendix E of the MME Administration Manual for Students Testing with Accommodations to complete the School Use only sections on page 4 of the student answer document for students testing with accommodations.
- ✓ Pack Day 3 materials for return shipment to Measurement Inc. using the Return Shipment instructions on pages 60-64 in the MME Administration Manual. Keep the materials listed for Makeup testing. Make sure your Day 3 return shipment is ready for the pre-scheduled FedEx pickup tomorrow.
- ✓ Order Day 3 Makeup materials on the OEAA secure site for students absent from testing today. If no Makeup materials are needed for Day 3, please log on and submit a quantity of 0 (zero) to confirm that no Day 3 Makeup materials are needed.
- ✓ Today is the deadline to order Makeup materials for Day 2 on the OEAA secure site if you did not complete this step yesterday.
- ✓ Call Measurement Inc. with questions at 1-866-691-1423

- **March 13**

- ✓ Pre-scheduled FedEx pickup between 8:00 a.m. and 5:00 p.m. of your Day 3 materials for return to Measurement Inc. If FedEx does not pick up your materials by 5:00 p.m., call Measurement Inc. at 1-866-691-1423.
- ✓ Today is the deadline to order Makeup materials for Day 3 on the OEAA secure site if you did not complete this step yesterday.

- **Accommodated Testing** for a particular MME component may not begin before standard testing for that component. For example, accommodated testing for Day 2 may not begin before March 11, 2009, and runs through March 25, 2009. See page 19 of the MME Administration Manual for Students Testing with Accommodations for information on the sequence of giving the tests.
- **Accommodated Materials** – Additional orders for accommodated materials may be ordered on the OEAA secure site for Day 3 or by calling ACT for Day 2. There are no Makeup accommodated tests because students take each test in sequence during the two week accommodated testing window.
- **Day 2 Translated Materials** – MME Test Accommodation Coordinators (TACs) who received Reader Scripts or translated materials for Day 2 WorkKeys testing will receive an email from ACT mi.mme@act.org on March 9 with special instructions for coding the Day 2 form numbers on the student answer document. Call ACT at 1-800-553-6244, ext. 2800 with any questions.
- **Standard time testers** – Students test on each test day they are present and are scheduled for makeup testing only for the day(s) they are absent this week. For example, a student who is present on Day 1 and Day 3 would test on Day 1 and Day 3 this week and be scheduled for makeup testing on Day 2 only on March 25.
- **Verify a new student's eligibility** to take the MME by checking the Score Report in the student file or calling the previous school. Students who are ineligible to test will not receive ACT, WorkKeys, or MME scores.
- **Site Visits** – Staff from ACT and the Department of Education will be making random site visits to schools during the three days of testing. These visits will be unannounced. Staff will have identification and a letter of introduction.

Questions about this email? Call the OEAA at 877-560-8378.

Michigan Department of Education
Office of Educational Assessment and Accountability